

APPLICATION FOR REFUND OF Plan Review Fee

I am returning the placard for Plan Review Fee

Fee Paid: \$ _____ Date Paid: _____

Tax Map Key: _____ Application No: A _____

Request is hereby made for a refund of plan review fee paid.

The request is based on the following:

a. ☐ Plan review not started.

b. ☐ Construction of this project will be prevented due to (attach documentation):

c. ☐ Other:

Please make warrant payable to:

If paid by credit card, attach credit card statement with Account Holder's Name, Address, last 4 digits of the account number and circle charge to be refunded.
If paid by check, refund shall be issued to the issuer of the check.

Name of CC Account Holder/Check Issuer: _____

Address: _____

Signature of Applicant

Tel. No.

FOR OFFICE USE AND VERIFICATION

a. Plan review for this project: ☐ was started ☐ was not started

b. Reason for withdrawal: ☐ Approved ☐ Disapproved

Amount of Refund Due: 75% x \$ _____ = \$ _____

50% x \$ _____ = \$ _____

Other: \$ _____ (see explanation below)

This application has been filed within the deadline specified. ☐ Yes ☐ No

Checked by: _____ Date: _____

☐ Approved for Refund ☐ Disapproved

Division Head: _____ Date: _____

MEMORANDUM

To: DIRECTOR OF FIANCE

Date: _____

A request for refund of fees has been made for Plan Review Fee No: _____
issued on _____.

It is recommended that the amount of \$ _____ be refunded to the above-named person or firm.

Director of Planning and Permitting